

COMPANY POLICIES

1

Warm-up

Does your company have a set of policies?

2

Key words

Match the words/phrases on the left to the definitions on the right.

- | | |
|--|---|
| 1. strict | a. a paid number of days each year that you are allowed to be away from work |
| 2. encourage (someone to do something) | b. have the legal right to do or have something |
| 3. inappropriate | c. limiting, not relaxed |
| 4. annual leave | d. not suitable |
| 5. settle in | e. to become comfortable and familiar with a new situation, for example a new job |
| 6. telecommuting | f. to talk or behave in a way that gives someone the confidence to do something |
| 7. entitled (to something) | g. working at home, via the internet |

3

Company policies

Listen to the dialogue and put T (True) or F (False) next to each statement below.

1. Working hours are strictly from 9 am to 5 pm.
2. The office closes at 7 pm.

3. Lunch breaks are 30 minutes long.
4. There is no formal dress code.
5. Employees get 26 days annual leave.
6. Holiday days do not carry over to the next year if employees don't use them all.
7. Telecommuting is possible after a few months.



Useful questions

Complete the dialogue with the questions below.

Am I allowed to use them all at once?

Does this company allow telecommuting?

Is there a strict policy on working hours?

Will they expire?

Can I leave 30 minutes earlier?

How long are we allowed for lunch?

What is the dress code here?

Mark:

So, Judith, do you have any questions?

Judith: Yes. _____¹

Mark: Generally, we work 8 hours every day. You can report to work anytime between 8 and 11 am. But not later than 11 as we close the office at 7 pm.

Judith: Okay. _____²

Mark: You get one hour for lunch. If you want to take a longer break, you can, but the extra time will be treated as unpaid time, so you'll have to stay longer at work.

Judith: And what if I only take a 30-minute lunch. _____³

Mark: Yes, you can.

Judith: What about coffee breaks?

Mark: You're allowed to take a coffee break whenever you feel tired or need to clear your head. In fact, we encourage it.

Judith: OK, fine. _____⁴

Mark: We don't really have a strict dress code. So, don't worry, you don't have to wear heels and you don't need to wear a skirt. But obviously, you shouldn't dress inappropriately.

Judith: All right. What about holidays?

Mark: You're entitled to 28 days paid annual leave.

Judith: _____⁵

Mark: Yes, you can use them however you want. You can take a 28-day holiday or several shorter breaks. But you should always give us advance notice if you're going to take a break. For a longer break, I mean 2 weeks or more, you should give us at least one month's notice.

Judith: OK. And what if I don't use my leave days in the same year? _____⁶

Mark: You must take at least three weeks' holiday a year. Only holiday on top of this may be carried over to the next year.

Judith: OK, thanks. I think that's everything ... oh, _____⁷

Mark: Telecommuting ... you mean working from home?

Judith: Yes, that's right.

Mark: At the beginning we'd prefer that you work at the office, unless there's some emergency and you have to work from home. After a few months, when you've settled in, we can talk about it. We try to be flexible with our employees.

Collocations

Match the verbs on the left to the expressions on the right to form phrases from the dialogue.

- | | |
|----------------|-----------------------|
| 1. report | a. a break |
| 2. take | b. from home |
| 3. stay | c. longer at work |
| 4. clear | d. one month's notice |
| 5. give | e. to annual leave |
| 6. work | f. to work |
| 7. be entitled | g. your head |

Now create your own sentence for each phrase.

6

Grammar: obligation, necessity and permission

Look at the table below. Find examples of each structure from the dialogue and put them in the table.

Structure	Use	Examples
must have to need to	to say that something is necessary or obligatory	
don't have to don't need to	to say that something is not necessary	
should / shouldn't	to say that something is a good or bad idea	
can/can't	to ask for or give permission	
may/may not	to ask for or give permission (<i>more polite</i>)	
be allowed to	to ask for or give permission	

7

Practice

Claire is an architect. She has just started a new job. **Complete** each sentence below using a suitable structure from the table in the correct form, positive or negative.



1. She HAS TO/NEEDS TO/MUST work 8 hours every day.
2. She _____ smoke at work. The building is a non-smoking area.
3. She _____ wear very formal clothes. The office has a relaxed dress code.
4. She _____ wear a hard hat when visiting a building site, according to safety regulations.
5. She _____ meet clients every day. Her work involves a lot of meetings.
6. She _____ work hard if she wants a promotion. Her boss is very demanding.
7. She _____ get up early every day. She can work flexible hours.
8. She _____ park her car near the building entrance. That space is reserved for the director.

8

Talking point

What are your company's policies? Use language from this lesson.

